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FY04
ACT ASSESSMENT PROGRAM

CHAPTER 2

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Chapter 2

ACT Assessment Program

Introduction	The ACT provides guidance and assessment information to be used by students and counselors in postsecondary planning during the high school junior and senior years. Information from the ACT also helps colleges design instructional and extracurricular programs which best meet the needs and characteristics of the applicant.
Background	<ul style="list-style-type: none">• The ACT Assessment Program began in 1959 as a college admissions examination.• ACT, formerly known as the American College Testing Assessment Program, has administered tests to more than a million students in the United States annually.• Approximately 3300 institutions of higher education, scholarship agencies, and state educational systems now participate by requiring or recommending the ACT.
ACT On-Line Services	ACT's homepage at: www.act.org provides test taking strategies with sample test questions and other related information. Do not use the on-line registration for DANTES ACT testing.
ACT Assessment Practice Test	Provide each potential examinee a copy of the ACT pamphlet <i>Preparing for the ACT Assessment</i> (see page II-2-16 for ordering instructions).
NCAA Eligibility	The National Collegiate Athletic Association (NCAA) only accepts ACT score results from examinations administered at a National Test Center on a National Test Date for determining NCAA eligibility.

Description

ACT Program The ACT is designed to assess general educational development and measure the performance of intellectual tasks required of a college student. The 4 tests (parts) of the ACT are English, Mathematics, Reading, and Science.

English Test The English Test is a 75-item test that measures understanding of the conventions of standard written English. The following chart provides important facts about the test:

Type of Questions	Time Limit	Scores
<ul style="list-style-type: none">• Punctuation• Grammar• Sentence Structure• Strategy• Organization• Style	45 minutes	Three scores are reported: <ul style="list-style-type: none">• A total score is based on all 75 items,• A subscore in Usage/Mechanics based on 40 items,• A subscore in Rhetorical Skills based on 35 items.

Note: Spelling, vocabulary, and rote recall of grammar are not tested.

Mathematics Test The Mathematics Test is a 60-item test designed to measure mathematical reasoning skills. The following chart provides important facts about the test:

Type of Questions	Time Limit	Scores
<ul style="list-style-type: none">• Solution of practical quantitative problems that are encountered in many post-secondary curricula and include a sampling of mathematical techniques covered in high school courses.• Quantitative reasoning rather than memorization of formulas or computational skill.	60 minutes	Four scores are reported: <ul style="list-style-type: none">• A total score is based on all 60 items,• A subscore in pre-algebra/elementary algebra based on 24 items,• A subscore in intermediate algebra/coordinate geometry based on 18 items, and• A subscore in plane geometry/trigonometry based on 18 items.

Continued on next page

Description, Continued

Reading Test

The Reading Test is a 40-item test that measures reading comprehension as a product of skill in referring and reasoning. The following chart provides important facts about the test.

Type of Questions	Time Limit	Scores
Requires students to derive meaning by <ul style="list-style-type: none">Referring to what is explicitly statedReasoning to determine implicit meaning, andDrawing conclusions, comparisons, and generalizations.	35 minutes	Three scores are reported: <ul style="list-style-type: none">A total test score based on all 40 items,A subscore in Art/Literature reading skills based on the 20 items in the prose fiction and humanities sections of the test.A subscore in Social Studies/Science reading skills based on 20 items in the social studies and natural science section of the test.

Science Test

The Science Test is a 40-item test that measures

- Interpretation
- Analysis
- Evaluation
- Reasoning, and
- Problem-solving skills

The following chart provides important facts about the test.

Type of Questions	Time Limit	Scores
Consists of some scientific information (the stimulus) and a set of multiple-choice test items.	35 minutes	Only a total test score is reported.

Note: The content of the Science test is drawn from biology, chemistry, physics, and the physical sciences (e.g., geology, astronomy, and meteorology). The test emphasizes scientific content, skill in mathematics, and reading ability.

Continued on next page

Description, Continued

Interest Inventory

The Interest Inventory is optional and may be completed prior to or at the time of testing. It is a 90-item, untimed (approximately 15 minutes) interest inventory designed to measure interest in the following 6 categories.

Categories	Descriptions
Science (Investigative)	Investigating and attempting to understand phenomena in the natural sciences through reading, research, and discussion.
Arts (Artistic)	Expressing oneself through activities such as painting, designing, singing, dancing, and writing; artistic appreciation of such activities (e.g., listening to music, reading, and literature).
Social Service (Social)	Helping, enlightening, or serving others through activities such as teaching, counseling, working in service-oriented organizations, and engaging in social/political studies.
Business Operations (Enterprising)	Persuading, influencing, directing, or motivating others through activities such as sales, supervision, and aspects of business management.
Business Detail (Conventional)	Developing or maintaining accurate and orderly files, records, accounts, etc; designing and/or following systematic procedures for performing business activities.
Technical (Realistic)	Working with tools, instruments, and mechanical or electrical equipment. Activities include designing, building, and repairing machinery and raising crops/animals.

Continued on next page

Description, Continued

Student Profile The Student Profile Section (SPS) is optional and may be completed prior to or at the time of testing. It is **NOT** a graded part of the ACT. It is an autobiographical inventory that can be used in pre-college guidance and educational planning.

SPS items include ...	
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- | | |
|---|---|
| <ul style="list-style-type: none">• Admissions/enrollment information• Educational plans• Interests and needs• Special educational needs• Interests and goals• College extracurricular plans• Financial aid | <ul style="list-style-type: none">• Background information• Factors influencing college choice• High school information• High school extracurricular activities• Out-of-class accomplishments• Student evaluation of high school |
|---|---|

Funding Eligibility

Military Testing

Eligible Service members are authorized **only one** DANTES-funded administration of either the ACT **or** SAT for a Service or education requirement. For exceptions see “ACT/SAT Administration” page II-3-8.

Refer to the *DEPH*, Part I for a complete description of personnel eligible for DANTES-funded testing.

Note: See “Funded Retesting Policy” page II-2-10.

Unfunded Civilian Testing

Administer an unfunded (examinee pays) ACT to civilians on an **EXCEPTION** basis only. For exceptions, see page II-2-9

Ordering the ACT

Ordering Procedure

To order ACT tests, use the following chart:

Step	Stocking	Nonstocking
1	<p>Prepare the initial order (Use "DANTES/ACT Order Form" (Exhibit 1)) for ACT materials at the beginning of each testing year (begins 1 November). ACT tests ARE NOT distributed automatically. The FY04 test form is 58A. Return all other forms (59E) and outdated answer folders.</p> <p>Note: ALL test booklets are REUSABLE at stocking test centers. Retain them until the end of the test year (31 October).</p>	<p>Prepare order (Use "DANTES/ACT Order Form" (Exhibit 1)) for ACT materials only on a case-by-case basis.</p>
2	<p>Send initial orders, reorders, or special orders to:</p> <p style="text-align: center;">DANTES/ACT Assessment-61 P.O. Box 4028 Iowa City, IA 52243-4028</p>	
3	<p>Answer folders may be ordered to stock, but <u>outdated answer folders must be returned each year</u> when new test materials become available. (All test answer folders must be accounted for in writing if they cannot be returned.)</p>	<p><u>One answer folder must be ordered for each test booklet ordered.</u></p>
4	<p>Do not use superseded test booklets and answer folders after 31 October of each year. New FY test booklets and answer folders are shipped to arrive around 1 November.</p>	
5	<p>A list of ACT-related publications and resources available to TCOs is in the "Study Guides and Resource Materials" section of this chapter.</p>	

Examination Security

Test Loss Compromise

- If an ACT test is compromised or suspected of being compromised,
- Contact DANTES, Code 20B, immediately at (850) 452-1063 or DSN 922-1063, or FAX (850) 452-1160, DSN 922-1160, or E-mail exams@voled.doded.mil.
 - Suspend testing on the involved exam immediately and refer to specific Service regulations, and Part I of the *DEPH* for complete procedures.
 - If an investigation is required, observe regulations in Part I of this *Handbook*.
 - Provide a copy of the Test Loss/Compromise section of Part I to the responsible investigating official.
-

Administration

DANTES- Funded ACT Answer Folder Instructions

DANTES-funded testing instructions for completing the ACT Assessment Universal Answer Folder.

Block "M" Page 1:

Funded military examinees must enter "98" followed by the DANTES Test Center ID number.

Block "T" Page 4, "1st Choice":

Funded military examinees must indicate their Service status by coding in one of the following numbers:

Active Duty Air Force	9410	Reserve - Army	9416
Active Duty Army	9411	Reserve - Marine Corps	9417
Active Duty Marine Corps	9412	Reserve - Navy	9418
Active Duty Navy	9413	Air Guard	9419
Active Duty Coast Guard	9414	Army National Guard	9420
Reserve - Air Force	9415	Reserve - Coast Guard	9421

Note: If the information above is not entered as specified, DANTES will not be able to fund the scoring nor will the information be provided to the Services transcript systems (AARTS, SMART, etc.).

Continued on next page

Administration, Continued

Unfunded ACT Answer Folder Instructions

Unfunded testing instructions for completing the ACT Assessment Universal Answer Folder.

Block “M”:

If the examinee would like the test center to receive a score report for counseling purposes, grid “98” followed by the test center ID number.

Block “T”:

Do not place the Service code in this block. An unfunded examinee may use all four institutional codes to send free score reports to various institutions.

Administration Procedures

When administering the ACT test, the administrator must remember these important facts.

1	Test booklets are reusable at Stocking Test Centers.
2	Follow administration procedures provided in Part I of this <i>Handbook</i> .
3	National test dates are not obligatory.
4	Test administration instructions are provided in the " <i>ACT DANTES Examiner's Manual</i> ."
5	<ul style="list-style-type: none">• Check each used test booklet carefully and erase stray marks.• Return torn or damaged test booklets to ACT.
6	The ACT is composed of 4 individually timed exams. The time limits and instructions must be strictly observed.

ACT/SAT Administration

Eligible military personnel may be administered either the ACT or SAT, but not both, on a once per lifetime basis. The following exceptions apply:

Number	Condition
1	The candidate plans to apply to more than one school or program and needs both ACT and SAT scores.
2	The candidate is transferring to another institution and the alternate test is required.

Continued on next page

Administration, Continued

Civilian Administration	Conus and overseas civilian personnel cannot routinely take the ACT at DANTES Test Centers. They must either test at a National ACT Test Center, Department of Defense Dependent School (DoDDS) or International Test Center.
Exceptions for Civilian Testing	<p>Exceptions for civilian testing are rare and should be determined by the DANTES Test Control Officer. Written justification must be submitted with the answer folder and related test materials to ACT.</p> <p>The following are valid exceptions:</p> <ul style="list-style-type: none">• Civilians applying for military-sponsored educational programs and schools (i.e., ROTC or Service Academy) when deadlines for these programs and schools cannot be met by testing on the next or future scheduled National ACT test dates, or• Military family members who, for an unavoidable reason, may have missed a National ACT test date.
DoDDS Students and DoDDS Vouchers	<p>DoDDS students must have a statement from the DoDDS principal indicating why they could not test at the DoDDS Test Center</p> <p>The DoDDS voucher for the ACT Assessment surcharge is not authorized for use at DANTES Test Centers.</p>
Test Booklets	Test booklets are reusable as long as they remain in good condition. Erase all stray markings after each testing. If markings are still visible after erasures, return test booklet(s) to ACT.
Guessing	Since there is no penalty for guessing, encourage examinees to answer all questions. Scores are based on the number of correct responses.

Continued on next page

Retesting

Retesting on the ACT

Important information guidelines:

- Give retests from tests in stock.
 - An alternate form is not required.
 - A 60-day waiting period is required between administrations.
 - The TCO must verify the waiting period has been met.
-

Funded Retesting Policy

Funded ACT retesting is authorized on a funded basis when a current* ACT score is required for an officer accession program (e.g. ACEP, STA-21, MECEP, etc.) or other Service sponsored program.

- The TCO is responsible for submitting a letter with the examinee's answer folder to confirm the retest is funded and meets a legitimate Service requirement for a current ACT score.
- The letter must indicate the name of the Service program.

*The definition of “current” varies with each Service Regulation.

Unfunded Retesting Policy

Retesting is authorized on an unfunded (examinee pays) basis when an examinee wishes to retest for other reasons, such as to improve scores.

Note: The examinee must wait at least 60 days from the last test date to retest. The TCO must verify the waiting period has been met.

Transporting

Transporting

The ACT tests may be transported to geographically separated units (GSUs).

Returning Examinations and Materials

Returning ACT Materials ACT is unique in that the answer folder, Supervisor's Report, and test fees are sent to one address and the test booklets returned to another. Use the chart below to properly return ACT materials. Order the gummed return mailing labels with the DANTES/ACT Order Form (Exhibit 1).

Return the following test materials:	Certified Mail or UPS/FedEx to:
<ul style="list-style-type: none">• Test booklets• <u>UNUSED</u> answer folders*• Document Receipt Form (DANTES 1560/14)	ACT Distribution Center 2727 Scott Blvd. P.O. Box 168 Iowa City, IA 52243-0168
*Unused answer folders must be accounted for in writing if they cannot be returned.	

Return the following test materials:	Certified Mail or UPS/FedEx to:
<ul style="list-style-type: none">• <u>COMPLETED</u> answer folders• ACT Assessment Supervisor's Report Form ((Exhibit 2) see next page for special instructions)• required fees (if any)• Document Receipt Form (DANTES 1560/14)	DANTES/ACT Assessment-61 2255 North Dubuque Road P.O. Box 4028 Iowa City, IA 52243-4028

Note: If faced with a short-fused deadline, recommend the examinee pay to expedite the answer folder to ACT via UPS, FedEx, or U.S. Postal Express service to reduce mailing time.

Continued on next page

Returning Examinations and Materials, Continued

Supervisor's Report Form

Do not use a photocopied Supervisor's Report Form.

A Supervisor's Report Form is required with **each** shipment of completed answer folders. Follow the special instructions below for completing the form:

Block	Instruction
A	Use a geographic name such as FT Lewis Ed Ctr, Eglin AFB Ed Ctr, or USS ENTERPRISE Ed Ctr.
B	Use the 2-digit code from the state code list. APO, FPO, AA, AE, and AP use "55."
C	DANTES centers use the following codes: <ul style="list-style-type: none">• 99894 Air Force• 99895 Army• 99896 Coast Guard• 99897 Marine Corps• 99898 Navy
D	Enter the number of answer folders to be scored.
E	Enter the month, day, and year of the test date for the answer folders enclosed.
F	DANTES centers enter "98" followed by your DANTES four-digit ID number.

Scoring and Reporting

Score Report Issuance

Score reports are issued approximately 4 weeks after receipt of the answer folders. **ACT does not offer rush scoring because of their scheduled weekly scoring date.**

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Scoring and Reporting, Continued

Score Report Recipients	DANTES-funded examinees may designate up to 3 colleges to receive a free score report by annotating Block “T” “choice,” spaces 2 through 4 of the answer folder with the appropriate college code.
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Unfunded examinees may use all 4 choices.

TCO Receipt	ACT automatically mails a DANTES-funded test score report for military examinees to the DANTES TCO.
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Additional Score Reports	The examinee requests additional score reports by submitting an "Additional Score Report Request" (Exhibit 3) and a fee payment. See the "Dates and Fees" section of this chapter.
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Note: Separate fee payments must be included for basic test fees and additional score reports.

Expedited Report	As soon as scores have been processed and added to ACT record files (approximately 4 weeks after receipt of the answer folder), they are available for additional reporting. ACT will send an expedited report (sent by Mailgram or Priority Report), usually within 1 working day after receipt of a written additional score report request and fee payment by the examinee.
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Mailgram and Priority Reports	Mailgram and Priority reports are temporary reports that include only the identifying information and test scores. As standard follow-up, the complete College Report is included in the next processing cycle requested by the college or agency to which the scores are sent. Institutions that receive scores only electronically may not review scores until their next scheduled delivery. Depending on the reporting service requested by the college or agency, the completed report will be sent at least once a month. See the "Dates and Fees" section of this chapter.
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Scoring and Reporting, Continued

Score Interpretation

The following score report information is provided:

- The scale for the composite score and for the 4 tests in the ACT is 1-36; for the 7 subscores, the scale is 1-18.
 - Norms are reported as **cumulative percents**.
 - A cumulative percent is the percent of examinees in a defined group who scored at or below a given score.
 - The comparison group is defined as recent high school graduates who tested as sophomores, juniors, or seniors.
-

Type of Testing

DANTES testing scores are reported as "DANTES" under type of testing on the reports sent to base education offices and colleges. DANTES testing scores will not be included for state scholarship consideration and may not be accepted by all scholarship agencies or institutions (e.g., NCAA).

Testing Dates and Fees

Dates

Conus and overseas DANTES Test Centers may test military personnel anytime.

National Test Centers

National Test Center dates are:

25 Oct 2003
13 Dec 2003
07 Feb 2004 (Not offered in New York)
03 Apr 2004
12 Jun 2004

Note: Due to the special services provided in Florida, the basic fee is higher on all 2003-2004 test dates.

Continued on next page

Testing Dates and Fees, Continued

Test Fees Pay test fees by check or money order in U.S. dollars drawn on a U.S. bank, made payable to ACT.

If ...	Then ...
Military personnel	No fee for initial test.
Military personnel Retest <ul style="list-style-type: none"> Refer to retesting page 2-10. 	\$26 No surcharge is required.
Civilians <ul style="list-style-type: none"> Civilian testing is limited at DANTES Test Centers. Refer to pages II-2-8 and 2-9. 	\$26 See the block below for surcharge fee.
Civilians Test/Retest <ul style="list-style-type: none"> At DANTES Test Centers 	\$26 (Add \$16 surcharge fee for testing outside the 50 United States.)
Civilians Test/Retest <ul style="list-style-type: none"> At National Test Centers 	\$26 (Add \$16 surcharge fee for testing outside the 50 United States.)
Additional score reports <u>AT</u> testing	\$ 7
Additional score reports <u>AFTER</u> testing: Access on-line at: <u>www.act.org</u> Regular Report Priority Report Mailgram Report Telephone Express Service: Mailgram Report Priority Report	 \$ 7 per report \$12 per report \$17 per report \$17 per report plus \$10 service fee \$12 per report plus \$10 service fee

Study Guides and Resource Materials

Order Materials

Order necessary materials from the following sources.

Order the item below with the DANTES Material Request Form (stock number 4301):

Item	*Source
"DANTES 1560/6, DANTES Test Inventory Card" (DANTES stock number 1251)	1 DANTES/Pensacola, FL

Order the items below with the DANTES/ACT Order Form (Exhibit 1):

"ACT Assessment Additional Score Request Packet"	2 ACT/Iowa City, IA
" <i>ACT/DANTES Examiner's Manual</i> "	2 ACT/Iowa City, IA
" <i>Preparing for the ACT Assessment</i> "	2 ACT/Iowa City, IA
" <i>Taking the ACT Assessment for DANTES Testing</i> "	2 ACT/Iowa City, IA
" <i>User's Handbook</i> "	2 ACT/Iowa City, IA
" <i>Using Your ACT Assessment Results</i> "	2 ACT/Iowa City, IA

*Source address denoted by number below:

1
DANTES
Code 10L
6490 Sauflley Field Road
Pensacola, FL 32509-5243

2
DANTES ACT Operations
Attn: ACT Assessment-61
P.O. Box 4028
Iowa City, IA 52243-4028
